

## LFUCG Citizens' Advocate Office

Title: Citizens' Advocate Intern

**Salary:** This internship is non-paid

**Hours**: 10-20 hours/week, Monday-Friday. Open during fall, spring, and summer semesters.

## **Duties:**

- Research

Web design

- Publication Design

- Refine development techniques to implement throughout the city

Constituent Services

## **Requirements:**

- Selected candidate must take LFUCG web-based design training
- Applicants should be proficient with MS Office, internet and phones
- Strong publication design skills: newsletters, surveys, etc.
- Open to all students

**Application Instructions:** Please submit resume and cover letter indicating hours of availability and a writing sample to Paula Campbell: <a href="mailto:paulac@lexingtonky.gov">paulac@lexingtonky.gov</a>